

Handbook for Parents and Pupils



Lydalls Nursery School and Chameleon Club

Lydalls Road

Didcot

Oxon

OX11 7HX

Tel: 01235 813137

Email: office.1017@lydalls-nurs.oxon.sch.uk

Website: www.lydallsnurseryschool.co.uk



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Headteacher's Welcome

Welcome to Lydalls Nursery School and Chameleon Club. At Lydalls we believe that high quality early learning experiences are vital as they lay the foundations for a lifetime's love of learning. We value Parents as the first and most important educators of their children, and we look forward to developing a close and supportive relationship with you during your child's time with us.

What is a maintained nursery school; why are they different and what are the benefits?

We are one of 7 maintained nursery schools in Oxfordshire. Maintained nursery schools are special and are described as the 'jewel in the crown' of nursery education. A maintained nursery school is a local authority funded school that is led by a Headteacher, senior leadership team and Board of Governors, just as a maintained primary school would be. At Lydalls, it is my privilege to work with a dedicated and enthusiastic team comprising of qualified teachers, nursery nurses and teaching assistants, all of whom specialise in early years. Maintained nursery schools provide education for 2-5-year olds and like nurseries attached to primary schools, we follow the Early Years Foundation Stage (EYFS) curriculum. However, because our school only admits nursery aged children, we are able to dedicate our teaching plans and resources solely to children aged 2-5 only and our early years pupils are at the centre of every decision we make; this is what sets us apart from many other nursery settings.

Life at Lydalls

Children are welcomed into a stimulating environment with a wealth of resources and a careful curriculum design that supports their development. We are fortunate in that we have a generous outdoor space as well as an extensive indoor space, meaning there is plenty for your child to explore as they learn a whole range of new skills, knowledge and understanding.

We recognise that every child matters and that each child is different. It is our mission to help nurture the whole child and not just their educational development. We know that early intervention provided by a nursery school such as ours can make a real difference in a child's life and that the time spent with us provides children with solid foundations for life at primary school and beyond. We pride ourselves on the achievements we have helped children reach and the many positive reports received from our parents serve as testament to this.

We are passionate about delivering our curriculum and play based learning is at the heart of this, combined with adult led group times and core experiences. The curriculum 'starts from the child', building on the skills, interests and understanding for each individual learner. Adults are considered children's most important resource and high-quality adult interactions are central to children's learning.

We work closely with our children and their families to ensure that children have the best experience possible during their time with us. All children are assigned a key worker and additional support is available for those requiring it. Throughout the year, we host a number of family events, including a summer picnic and new children's tea parties.

We are an inclusive school and welcome children of all abilities and from all backgrounds. Staff have experience in supporting children who have special educational needs and there is a range of languages spoken by children in our school. We celebrate the similarities and differences between us and are proud of our school community.

This handbook has been designed to provide new parents with key information regarding Lydalls Nursery School and I hope it will prove to be a useful tool of reference throughout your child's time with us. In addition, you are most welcome to contact myself or the office staff any times during office hours, should you wish to raise any queries or concerns. We are friendly and approachable and welcome parents coming forward to talk to us.

I am very much looking forward to getting to know you and your child during your time with us at Lydalls Nursery School and trust that your time with us will be rewarding and enjoyable.

Sarah Phillips
Headteacher



Meet the Team!

You will find all of our staff friendly, welcoming and happy to help, so please do feel free to approach any of us with any questions and we will point you in the right direction.

We are also overseen and supported by a Board of Governors; individual governors may be contacted via the office should you have occasion to contact them.

All staff are identifiable by their lanyards and work badges; there is also a photo board of all staff and governors in our Reception area- please do take a look to familiarise yourself with who's who!

Senior Leadership Team

Sarah Phillips	Headteacher, Designated Safeguarding Lead (DSL) and Special Educational Needs Coordinator (SENCO)
Lucy Underhill	Lead Teacher, Deputy DSL and Key Person for Nursery group
Claire-Louise Hayward	Nursery Nurse, Deputy DSL, Assistant SENCO and Key Person for Nursery group

Nursey Nurses & Teaching Assistants – Primary Key Persons

Joanne Hepworth	Nursery Nurse and Key Person for Nursery group (afternoons)
Sally Oxley	Forest School Lead, Nursery Nurse and Key Person for Nursery group
Steph Todd	Nursery Nurse, Key person for Nursery group (mornings) and TA Key Person for 2-year-old base (afternoons)
Kate Crofts	TA Key Person for 2-year-old base (afternoons)
Miriam LeFeuvre	TA Key Person for 2-year-old base (mornings)
Pam Knedler	TA Key Person for 2-year-old base (mornings) and 1:1 specialist SEN support
Helen Fenn	TA Key Person for Geckos (afternoons)
Emma McGibbon	TA Key Person for Geckos (mornings) and 1:1 SEN Support (afternoons)

Teaching Assistants

Kelly Stacey	TA and specialist 1:1 SEN support
Steph Cole	Teaching Assistant and 1:1 SEN support
Laura Coster	Teaching Assistant and 1:1 SEN support
Shobi Fernando	Teaching Assistant and 1:1 SEN support
Natasha Manuell	Teaching Assistant and 1:1 SEN support
Hannah Payne	Teaching Assistant and 1:1 SEN support

Office and Other Support Staff

Lisa Walters (Tuesday – Thursday)	School Business Manager
Angela Turner (Mon, Tue, Thur & Fri)	School Administrator
June Campbell	Cleaner



Getting Ready for Nursery!

Going to Nursery for the first time is a big step for both children and their families and we aim to ensure that children adjust well to this new and exciting chapter in their life. For some children, it is the first time they have experienced being away from their main carers and/or immediate families and we know that different children will adapt to this change at different rates and in their own way. The team at Lydalls will endeavor to ensure that this transition goes as smoothly as possible!

There are a number of things you can also do to help prepare your child for Nursery including:

- Encouraging your child to practice independent skills such as putting on their own coat and shoes
- Practice using the toilet and washing hands
- Sharing lots of books and stories
- Spending time playing with your child and talking to them about what they are doing to build their language and communication skills.

Your child should bring the following to nursery with them each day:

- A bag containing at least 2 full changes of clothes
- Wellington boots
- A coat suitable for the weather
- A hat and gloves in winter, a sunhat with a wide brim in the summer
- Waterproof trousers are especially important for Forest School
- A water bottle filled with fresh water (We specify water because of the health benefits. Please note, children may not bring juice or squash due to allergies and because it encourages children to try each other's drinks which spread germs!).
- If your child is attending lunch club, they will need to bring a lunch box.

Before your child starts Nursery, please ensure you name all of their clothes and belongings, including water bottles and any other accessories they may bring along such as hats, wellies etc.

Please **do not put anything else in children's bags**, such as food, creams, or medicines.

It is our policy that between the months of April through to October, all children should have sun lotion applied to their skin before they are brought to Nursery.

We reapply sun cream to all children staying for a full day. We have asked your permission on your child's enrolment form to apply the sun cream we keep at nursery, however if your child needs a specific sun cream please speak to your child's key person and we can keep a named bottle of this at nursery for them.

A note on Uniform...



Uniform is not compulsory at Lydalls Nursery School, but we know that some children prefer to wear one as it gives them a sense of belonging and enables them to associate the uniform with “nursery days”. Similarly, we are aware that some parents prefer for their child to wear a uniform as it not only saves other clothes from being spoiled, but it also takes away the daily hassle of ensuring your child is appropriately dressed for the day ahead. If you would like your child to have a uniform, we do have branded sweatshirts and t-shirts available to buy from Trutex, 14 Cockcroft Road, Didcot, OX11 8LL or through their website www.myschoolwear.co.uk



Curriculum at Lydalls Nursery School

The curriculum is everything we want children to learn whilst they are at Lydalls.

Learning through play is at the heart of the curriculum at Lydalls, supported by high quality adult interactions. Adults are children's most important resource and the team at Lydalls is experienced in helping each child make progress across the curriculum. Each week we plan for a learning focus and our planning is available for you to read in the entrance hall.

We have 13 ambitious curriculum goals which have been carefully designed by the significantly experienced team at Lydalls. The curriculum goals ensure full coverage of the entire statutory educational programs, which comprise of the following areas of learning:

PRIME AREAS OF LEARNING

These areas are particularly interconnected and underpin progress in the specific areas of learning. The prime areas of learning are:

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development

SPECIFIC AREAS OF LEARNING

- Literacy
- Maths
- Understanding the World
- Expressive Arts and Design

Our curriculum goals reflect the interconnected way in which children learn, covering all areas of learning listed above. They are broken down into learning which is carefully sequenced over children's time at Lydalls and ensure that they are well prepared for the next stage in their education.

The 13 curriculum goals are:

1. Express curiosity and understanding through effective language and communication skills
2. Know 8 nursery rhymes/songs
3. Take a turn
4. 'Pretend with friends'
5. Resolve
6. Independence
7. Healthy body and healthy mind
8. 'Physical Big 6'
9. Write my name
10. Tell a Story
11. Blend and segment
12. Play a counting maths game
13. Create and design

Please visit the curriculum section of our website to read our Curriculum Goals document, which details how the requisite core knowledge, skills and understanding for each goal is sequenced across children’s time at Lydalls Nursery School. Please also read our Curriculum Policy. You can find them by clicking [here](#).

There is a range of core experiences which support children’s learning at Lydalls. These include core stories, hatching eggs and raising chicks, growing fruits and vegetables and a farm visit.

We recognise the importance of adult led learning to children’s development and progress across the curriculum and all children take part in daily adult led group times.

- All children in the main nursery school take part in a daily carpet time. We typically sing songs and nursery rhymes during carpet time. Sometimes we may tell stories (for example during a book week) or watch a clip related to the focus learning plan that week (for example, watching a stop-motion clip of a bean growing).
- All children in the main nursery school take part in a daily group time with their key person. Planning for group times is led by key people and follows the learning needs of particular groups over their time at nursery. When children first start nursery, group times are focused on routines and expectations, singing nursery rhymes, sharing stories, and playing SPIRALS (a communication and language support program) inspired games to support with confidence and proficiency in communication and language. During group times children also regularly practice phonics and maths skills (as daily ‘warm-ups’), as well as cover the full curriculum. Children build up a sequence of learning over a week or more. For example, they may plant cress seeds, examine them carefully with magnifiers as they start to grow, read books about growing plants, learn the names for different parts of a plant, experiment with what plants need to grow and make sandwiches using the cress they have grown.
- Children in the 2-year-old base have a shorter daily group time, typically focused on singing songs and rhymes, stories, music, movement and ring games.

As a parent or carer, how can I help with my child’s learning?

- Parents of children in the main nursery receive ‘share with parent planning’ via Parentmail; this contains ideas and links relating to what your child is learning during group time that week.
- Follow us on Facebook for ideas and information (this can be accessed without a login).
- Log in to your Child’s Tapestry Learning journey and add your own photos and observations of what your child has been doing at home.
- We recommend to all families the 50 Things to Do Before You are 5 website/app and the Tiny Happy People website to help their child learn at home.



[Click here for website link](#)



[Click here for website link](#)

How can I find out how my child is getting on?

It is important that you and the professionals caring for your child work together. It is important to us that you feel comfortable about exchanging information and discussing things that will benefit your child. At Lydalls these conversations will be with your child's group leader or "**Key Person**". This is the person who is your main point of contact at Nursery, who helps your child to become settled, happy and safe, and is responsible for your child's care, development and learning. Please feel free to speak with us any time, we have an open door policy and are always happy to talk to parents and carers. Please also attend parents' evenings, which take place twice a year.



Daily Routine in Nursery and Chameleon Club

We have 2 classrooms at Lydalls Nursery School; the 2-year old base classroom for our younger children and the main nursery room for our older children. We try to keep the routine consistent in both rooms as much as possible, although the key difference is that younger children may not necessarily attend Nursery every day (this is dependent on parental preferences and also availability of sessions), whereas children with a 15-hour “universally funded” place attend Nursery Monday-Friday.

The structure of each session is broadly the same across both classrooms and is outlined below:

2-Year-old Base:

Morning Session	Afternoon Session	
8.45 – 9.15am	12.45 – 1.15pm	Registration - Children are greeted by their named key person and supported as they settle into the session
9.15 – 11.00am	1.15 – 3.00pm	Children select their own resources for play inside and outside in the garden. Key people follow and extend the children’s interests and learning.
11.00am	3.00pm	Snack time: Fruit/vegetables, milk and water
11.25am	3.25pm	Story, singing and rhyme time
11.35am – 11.45am	3.35pm – 3.45pm	Door opens to parents/carers; children are handed over to parents by their key person. End of session

Main Nursery Room:

Morning Session	Afternoon Session	
8.45 - 9.15am	12.45 – 1.15pm	Universal educational 15-hour session and 30-hour ‘free wraparound childcare’ sessions begin
10.00am	2.00pm	Snack time: Fruit/vegetables, milk and water
10.55	2.55	Carpet Time. Typically, we sing songs and rhymes. Sometimes we share stories or look at material related to our learning focus that week (e.g. a stop motion clip of a bean growing).
11.10 – 11.35am	3.10 – 3.35pm	Group time and end of session routine
11.35 - 11.45am	3.35 - 3.45pm	Door opens to parents/carers; children are handed over to parents by their key person. End of session
Lunch Club 11.45am – 12.45pm		Doors open for lunch drop-off at 11.45am and collection at 12.45pm

For further information on Lunch Club and 30-hour places or top-up sessions, please refer to pages 13-14

The routine looks a little different on Forest School Days; please refer to page 12.



Forest School

All children in the main nursery are allocated a weekly Forest School session. We are fortunate to have a large natural woodland space on our school site, adjacent to the car park. This is where our Forest School sessions take place.

We aim to run forest school every week, however there may be some circumstances where this is not possible, for example, if there are high winds. If the weather is particularly wet, cold or hot we consider carefully how long we stay outside at Forest school and will come inside early if necessary. Like everything we do at Lydalls, children's health and wellbeing is at the centre of everything we do. Being outside in all weathers is important for children; it gives children a rich sensory experience, upon which important language and communication is built, as well as an understanding of the world around them.

Forest School started in Scandinavia and is a way of learning in a woodland environment. It provides the space where people can develop socially, emotionally and physically through play, following individual and preferred learning styles. For more information please visit the [forest school association website](#).

At Lydalls Nursery School we believe it is important to look at the whole child when considering their education and the holistic experience they receive as a member of our Forest School will equip them with the skills to become confident in their own abilities. Forest School gives children the time and space necessary to develop the tools and skills to become independent and inquisitive learners. Our aim is to engage children with learning in the natural environment and to have fun!

As Forest School is an all year round and all weather activity it is vitally important that the correct clothing is worn. Please provide your child with clothes appropriate for the weather, such as a waterproof coat, waterproof trousers, wellie boots and hat. From April to October, children must be brought to nursery wearing sun cream. There will be some spare outdoor clothing available to borrow should you need to do so.

The sessions will run from 8.45-11.00am in the morning and 12.45-3.00pm in the afternoons. Please arrive by 9.00am or 1.00pm to enable children to get started with their session as quickly as possible. We will register the children in the Forest School garden. You can leave their bags and lunchboxes in the outdoor classroom. Children will be collected as normal from inside the nursery. If your child will already be at nursery because they are with Joanne, Sally or Claire-Louise in the afternoon and have a 30 hour/all day place, we will get children ready to go to forest school after lunch. Please make sure that their outdoor clothes are ready in their bags for them to put on.

If it is not your child's turn to go to Forest School, please bring them into the main nursery. You may notice that the routine is a little different on Forest School days, with all children starting their day inside the classroom or outside in the garden, as opposed to our usual 'free flow' inside and outside approach. Staff will be on hand to help you settle children into the session.



30 Hour Places and “Top-up” Sessions

All 3 and 4 year olds in the UK are entitled to 15 hours of funded childcare from the term that follows their 3rd birthday. This is known as “universal” funding and these sessions are offered at Lydalls Nursery School as five morning sessions per week or five afternoon sessions per week. Every child is assigned a key person for these sessions, and that person is responsible for your child’s education and well-being during nursery hours. We actively encourage families to attend their universal sessions every day to ensure children make good progress and develop friendships with other children in their group.

Some working families are entitled to receive an additional 15 hours of free childcare.; these sessions are offered to complement our universal offer to become a 30-hour place and is referred to as “extended” funding; a secondary key person is assigned to your child for their extended hours.

If you do are not eligible for a 30-hour funding code but would like your child to attend for more than 15 hours per week, we do offer a limited number of additional “top-up” sessions, subject to availability.

Further Information on 30-hour Places and “Top-up” Sessions:

- Children are allocated a primary Key Person for their universal 15 hours at Lydalls. The role of the primary Key Person is to monitor and plan for progress and attainment for her key group of children and to ensure records and assessments are completed.
- Children will have an additional key person for their extended 15 hours/top-up sessions.
- Both the primary and additional Key Persons enable children to feel safe and secure, allowing them to develop high levels of well-being and involvement, as well as supporting them to take the next steps in their learning.
- If your child’s universal 15 hours are in the morning, they will be with their primary Key Person until lunchtime. After lunch, your child will be with their secondary Key Person.
- If your child’s universal 15 hours are in the afternoon, they will be with their secondary Key Person in the morning. After lunch, your child will change to their primary Key Person.
- You will be asked by HMRC to reconfirm your 30-hour entitlement every 3 months; should you fall out of the eligibility criteria, your child’s hours will revert to their

universal sessions although you have the option to pay for additional sessions (“top up”) should you wish your child to continue attending for full days.

- We run a daily “Lunch Club” which is run by our Nursery staff and forms part of the provisions offered under our Chameleon Club Admissions policy; children can attend these from the date of their 3rd birthday and do not need to wait until the following term.
- If your child is not eligible for the 30 funded hours, but you would like to apply for additional “top-up” sessions beyond the standard five mornings or five afternoons per week, you can apply for your child to attend full days with the additional sessions being charged in line with the schedule of fees for services offered under Chameleon Club admissions. Please be aware that session availability is reviewed on a termly basis and there is no guarantee that we will be able to offer the additional sessions on an ongoing basis. This is because we are required by the local authority admissions policy to prioritise funded places in the main nursery school. However, we do all we can to ensure consistency for families and children. Parents will need to apply for additional sessions they would like each term (even if you do not wish to change the additional sessions your child attends) and these will be allocated on a “first come, first served” basis subject to availability. However, lunch club bookings for 30-hour funded children will remain in place until such a time as you give us notice to cancel your booking.

If you haven't done so already but are interested in applying for any Lunch Club of top-up sessions, please refer to the appendices at the back of this handbook for the relevant forms to complete. Additional copies are also available from the office.

- We are often asked if children must be present for all of their 30 hours and whilst we encourage children to attend *all* of their funded hours, we do appreciate that this can be overwhelming for some children and that each family will want to consider its own circumstances when sending their child to Nursery. We will always seek to support families in doing what is best for their child and if you decide that you do not want to take up your full 30-hour entitlement, we would encourage you to bring in your child for all of their universal hours, but will endeavour to offer more flexibility regarding their extended hours. If you would like to “build up” to your full 30-hour entitlement or do not wish to bring your child in for all of their extended hours, please speak with your child’s Key Person to establish a regular attendance pattern.



Chameleon Club Fees and Funding (2-Year-old Base, “Top-Up” Sessions and Lunch Club)

Chameleon Club refers to the day-care provisions we offer at Lydalls Nursery School and comprises of 3 aspects; the 2-year-old base, lunch club and “top-up” sessions.

Children can attend the Chameleon Club 2-year-old base at Lydalls Nursery School from their 2nd birthday. If families are in receipt of 2-year old funding, children are able to access Chameleon Club from the term after their 2nd birthday; self-funded places can be offered as soon as a child turns 2.

If there is capacity in the main nursery room, we sometimes take our older 2-year olds into the nursery a term early as “rising 3s”; when offering rising 3 places, we take into consideration the age of the child, how long and/or settled they have been in the 2-year-old base and the circumstances of the child’s family; for example, if a parent is working or seeking employment, we try to support them where possible by offering sessions that are compatible with their working hours. The added benefit for rising 3 places is that parents are more easily able to increase the number of sessions their child attends should this be something they’re keen to do, including the option of having their child attend nursery all day (equivalent to 2 sessions plus the lunch hour). Rising 3 places are covered by the Chameleon Club Terms & Conditions and sessions are charged at the same rate as the 2-year-old base.

Chameleon Club Fees

Invoices are issued on a half termly basis within the first two weeks of each half term and cover the period for that half term; for example, an invoice issued in September would cover charges up to the October half term break and a second invoice will be issued after half term covering the period up to the Christmas holidays.

Payment can be made via BACS (our account details may be found on the invoice), cash or Tax-Free Childcare accounts (see separate note below).

You can find an up-to-date schedule of fees on our website or may request one from the school office.

For further information regarding payment terms, cancellations and amendments, please refer to our Terms & Conditions (a copy is enclosed in the Appendices section of this handbook for your information)

Tax Free Childcare (TFC) Payments

Some families may be entitled to tax-free childcare contributions from the government; a scheme whereby it will pay 20% towards childcare costs and which can be used at Lydalls Nursery School to help pay for any provisions offered under our Chameleon Club admissions policy (i.e. the 2-year-old base, top-up sessions and lunch club).

The main criteria for TFC eligibility are as follows:

- Both parents work
- Neither parent earns more than £100,000 per annum
- Both parents work at least 16 hours per week
- If you are a one-parent family, the above criteria apply to that parent

Subject to individual circumstances, there may be other factors that qualify you for TFC and you can find further information about this and details on how to set up a TFC account by visiting www.gov.uk/tax-free-childcare

We strongly encourage our families to take advantage of this scheme if they can as it will save you a significant amount of money on the bills you receive from us!



Click [here](#) for information about the full range of childcare choices and government help with funding costs.



Communicating with Parents: Parentmail, Tapestry and Facebook

At Lydalls Nursery School and Chameleon Club, engaging with parents and families is very important to us. To ensure that our families are well informed of all the “goings-on”, we use **Parentmail, Tapestry** and **Facebook** – see further details below. These applications provide us with a secure and effective way of communicating with our parents and carers throughout their children’s time at Lydalls Nursery School and Chameleon Club. Of course, we are always happy to discuss your child’s learning, development and progress so please don’t feel you have to wait until Parents’ Evening or an email to share something you have noticed at home- just come and talk to us!

ParentMail



Parentmail

Parentmail is the application that we use to communicate messages to parents via email and text. The content of these messages covers areas such as group teaching plans, newsletters and other key information that may be of interest or relevance.

On your child’s enrolment form, you will be asked to state whether or not you agree to us creating a Parentmail account for you.

When we add new users to Parentmail, an activation link is emailed to parents so that they can complete the account set up. There is also a Parentmail app which can be downloaded for free if you have a smartphone device.

If you don’t wish to receive Parentmail messages, please inform a member of staff so that we can provide you with hard copies of any correspondence that we send to our families.



Tapestry

Tapestry is an online learning journey which is a record of your child’s progress and development whilst attending Lydalls Nursery School. When a child starts with us, we create a Tapestry profile for them (provided parents have consented to this on the enrolment form). We then also create an account for parents and carers and as with Parentmail, activation links are emailed to parents. However, we do not link the child’s profile with the parents’ accounts until we have confirmation that the correct email address has been used- this is because the information we upload to Tapestry is pertinent to your child and we want to ensure that we are not granting access to an unauthorised person! Therefore, once a Tapestry account has been set up for you, you will be able to log in straight away, **but you will not see any observations regarding your child, nor will you be able to add your own contributions until we have linked your child’s profile** – you can expect to receive a letter regarding Tapestry account activation within the first few weeks of your child starting at Lydalls Nursery School and Chameleon Club.

Once your Tapestry account is fully activated and your child’s profile has been linked to your login, you will receive an email notification each time something new is uploaded to your

child's learning journey. You will also have the opportunity to add your own entries, as well as comment on those added by staff.

As with Parentmail, you can download an app for Tapestry if you have a smartphone device. If you choose not to consent to us creating a Tapestry profile for your child, we will record your child's learning journey on paper and we will share this with you at Parents' Evenings. Adults record significant pieces of learning on Tapestry, with the combined aim of informing their assessments of children's learning and bringing children's learning to life in a shared way with parents and carers. We do not upload photos every day, or even every week because whilst Tapestry is important, so are our mental observations of children's learning and development. Our priority is for staff at Lydalls to be teaching children and focused on high quality interactions. They can't do this well if they are always tapping away on a tablet computer.



Facebook facebook

If you have a Facebook account, please do "like" and "follow" our page: "Lydalls Nursery School and Chameleon Club, Didcot" for regular updates, competitions and as an additional means of receiving important messages. As this is a public page, please be assured that we do not post the names or photographs of any children on this site.



Other Useful Information

Gate Entry – For safety reasons we have a security code for our entry gate. You will be given the code when your child starts Nursery. Please do not disclose this code to your children as it is intended for their safety. Please do not hold gates or doors open as children may follow you out; this includes the main gate onto the road.

Door Entry

Staff have key fobs to open all the doors into the nursery. A member of staff will open and stay on the door to let everyone in at drop-off and pick-up times. No one can gain entry into the nursery without a key fob – this is an additional safety measure. When leaving the nursery, it is important that you do not press the switches to release the doors, but ask a member of staff to let you out. As with the gate entry, this is to do with safety of the children who may try to follow you out. Signs on the release switches remind you to wait and ask a member of staff.

Registration – Please make sure that you register your child with your group leader. You are more than welcome to stay and play with your child until registers close. If you wish to stay longer, please let us know so that we can sign you into the visitors' book. For morning sessions, the register is open from 8.45am until 9.15am and for afternoons it is open from 12.45pm until 1.15pm. If you are going to be late, please phone to let us know.

Being on time is also really important as it helps your child to settle into their nursery day more quickly. It can be more difficult for children who arrive late to 'catch up' with their friends' games and to join in. It is also disruptive to other children's learning to have people 'coming and going' when they drop off late.

School Fund – We ask for a voluntary donation of £1.50 a week towards our school fund for items such as playdough materials and seeds for planting. Please put your money in the Frog money box in the classroom. Some people put 30p a day others £10 a term; whichever way you choose to do it is up to you and much appreciated!

Water Bottles - **your child will need to bring a full water bottle to Nursery every day. For Health and Safety, children must only bring plain water – no juice, flavoured water or carbonated drinks.** Each group leader will have a tray for their group's water bottles, labelled with their photo. The children will store their water bottles here during the session and will have free access to them at all times. We have a water cooler in Nursery that provides fresh drinking water and children will be encouraged to refill their bottle as and when they need to. The children need to be able to recognise their water bottle so they must be named with a permanent marker. You can borrow one of our markers if required. It would also be helpful if you could add another distinguishing feature to help your child identify their water bottle e.g. a picture drawn on (in permanent marker), a sticker or a photo of themselves stuck on. **Water bottles will need to be taken home at the end of each day please.**

Fruit – At snack time, we offer the children milk and fruit. Fresh water is always available. We ask for donations of fresh fruit which we prepare and serve the children to share. Please place contributions in the fruit basket in the classroom.

Sickness and Absence – If your child is unable to come to school because they are unwell please phone to let us know by 9.15am (for morning sessions) or 1.15pm (afternoon sessions). If your child has had sickness or diarrhoea they must not come to school for 48 hours after the last bout. Children with a high temperature must stay at home until they have recovered. Here is a link to a useful poster about if you should keep your child at home or not: [Should I Keep My Child Off School?](#)

It is common for young children to develop colds and other mild illnesses when they start nursery because their immune systems are developing. Please be reassured that this is normal and that at Lydalls we have a careful cleaning regime to minimise the spread of illness to the best of our ability. If children have a minor cough or cold, but are otherwise well, please bring them to nursery.

If your child is going to be absent for more than a day due to reasons other than sickness (e.g. a holiday), please complete a holiday request form so that we can keep an accurate record of your child's absence.

Medicines - We do not generally administer medicines to children. However, in exceptional circumstances, for example where specific medication is required during nursery hours, we will ask parents to complete consent forms. Prescription medication must have the original label stating it is for your child and with information about the required dose. This approach also applies to inhalers. If your child regularly uses an inhaler we ask you to send one in, clearly marked with their name. We will always record and sign any medicines given.

Walk to School – We encourage families to walk, cycle or scoot to school whenever possible. Not using the car keeps you and your child fit, saves money and is better for the environment. If you do drive, please park considerately, and be aware of residential parking areas and restrictions.

Clothing – The children are going to be busy and get messy at Nursery. Please send them in clothes that are suitable. **Please ensure that you write your child's name in all their clothes and shoes.** Please fill a named bag with at least 2 changes of clothes (also named!) in case of accidents. You can purchase Lydalls sweatshirts and t-shirts from Trutex.

Please dress children in clothing that we can support them to be independent with, for example, jogging pants or leggings instead of jeans or dungarees.

No lace up shoes please: our young children cannot be independent with these, and they cause a health and safety issue because nursery aged children are too young to know to stop and ask for help when they come undone.

In the winter, if you would like to add additional layers to keep your child warm, please consider long socks under their trousers rather than tights or leggings. This means that the layers are easier for children to manage, for example, when they are using the toilet.

Toilets – Please encourage your child to become independent in their use of the toilet. Also please teach them to flush the toilet and wash their hands. It helps if clothes are easy to remove to enable children to use the toilet independently. If your child is still in nappies,

please ensure you make staff aware of this during your welcome visit and include spare nappies in your child's bag. We are fully supportive of potty training, so please also let us know when you begin potty training your child so that we can also support this at nursery.

Summer! – During the summer months please put sun screen on your child before you bring them to Nursery. Even on overcast days the sun can be damaging to very young skins. Also please send your child in a sun hat with a wide brim and a top that covers their shoulders. Please ensure that sandals are suitable for running and climbing.

Winter! – During the winter months please ensure your child has a warm, waterproof coat, gloves or mittens and a hat. Wellington boots and waterproof trousers are also recommended. Please ensure you put your child's name in all these items.

Personal Possessions – We understand that sometimes children have a comfort toy that they like to bring to Nursery. However, it is upsetting if toys get lost or broken so please try to limit what your child brings. All groups have a box in which personal possessions can be placed for safe keeping. We welcome children bringing in items of interest to share at group times – please talk to your child's key person if you have something to share.

Collecting Children – The doors open at 11.35am and 3.35pm for the end of the morning and afternoon sessions respectively and all children should be collected by 11.45am and 3.45pm at the latest. If a morning child is staying for lunch club, they will be collected at 12.45pm. Please be on time, it is very distressing for children if their parents are late. If you have a problem, please phone us. If somebody else is going to collect your child you must let us know, otherwise we will not let your child go with them without first phoning you. Please introduce new people collecting your child to us in advance wherever possible. If this is not possible, we will ask you for a description of the person and a 'password' agreed between you, which they will need to use when picking-up your child. Children can only be collected by siblings if they are 16 or over.

Library – We have books in our main entrance for your children to borrow- simply take and return when you have finished. If a book gets lost or damaged, please let us know so that we can replace it. We also have a parent's library in the entrance hall with many useful books on supporting children and family life. We also have a range of books related to specific topics such as bereavement, toileting issues, mental health and anxiety; these books are not on display but please speak with a member of staff if you'd like to borrow any.

Accident Book – If your child hurts themselves at Nursery, we will record it on an accident form and inform you at the end of the session. If an accident is more serious, we will phone you.

Parents – We really welcome parents into Nursery. You are welcome to stay and play with your child or to help with an activity. We always welcome help with practical jobs too – sharpening pencils, cutting paper, mending dressing up clothes etc. Also if you like cooking, gardening, music or have other hobbies or skills, we would love you to share them with the children.

Registering for Primary School – Children can start Primary School from the September that follows their 4th birthday. You will need to apply for your child's place via Oxfordshire County Council and applications are open between November and January preceding the September; each year, Oxfordshire County Council confirms the dates for which the application process is open, so please ensure you familiarise yourself with these to avoid missing important deadlines as late applications may result in you not getting one of your preferred choices and even run the risk of being offered a place at a school in other areas of Oxfordshire. You can set up your login for this by accessing the County Council's website: www.oxfordshire.gov.uk/primaryadmissions.

Although most children start primary school in September, they do not have to start until the term after their 5th birthday and they can continue to attend Nursery until they have reached compulsory school age. Summer born children may also apply to defer their entry into Reception classes by one year – you can find out about how to do this by clicking [here](#).

Safeguarding- We put the safety and wellbeing of our children before anything else at Nursery. Please ensure that you close all doors and gates behind you. We respectfully ask you not to use mobile phones or cameras anywhere on school grounds, including inside the nursery building, reception areas and outside in the carpark. If you have any concerns about a child, please speak to a member of staff. The Headteacher is the Designated Safeguarding Lead at Lydalls Nursery School and we also have 2 Deputy Safeguarding Leads, Lucy Underhill and Claire-Louise Hayward. Please ask at the office if you would like to speak to our safeguarding governor.

There may be occasions when a child shares something with us that requires us to talk with you to enquire further about what has happened. Please rest assured that all such matters are dealt with in the strictest of confidence and we do not wish parents/carers to be alarmed or offended if we need to speak with you regarding sensitive matters. Like you, we have your child's best interest at heart and we would not be fulfilling our obligations if we failed to act on information we receive.

Friends of Lydalls - This is the name under which we hold social and fund-raising events at Nursery- we do not have a specific committee, but we work together to raise funds for Nursery and to organise social events; these include cake sales, family picnics and the Christmas Bazaar. There are many ways you can help us, for example, by running a small stall at the family picnic, wrapping presents for the Christmas parties, or face painting at one of our events. Look out for requests for help on the white boards by the door or speak to a member of staff. We always welcome new ideas for social or fund raising events. Over recent years, our fundraising efforts have enable us to purchase resources for the Sensory Room as well as for the main nursery, a new water feature for our playground (coming soon!) and a lunchbox trolley.



Privacy Notice for Parents and Carers

Under Data Protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**. The school is the 'data controller' for the purposes of Data Protection law. Our Data Protection Officer and contact details are below (see 'Contact us' below)

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs¹

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists

¹ Photographs – External School Photographer:

Twice yearly, we have professional photographers who take photos of children and classes. The photographs are offered for sale to parents directly from the photographer. The school does not pass any data about pupils to the photographer as all images are identified by a unique reference number. If the parent chooses to purchase the image, they then provide information to the photographer and enter into a contract directly with them.

- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it when:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

We follow the retention schedule set out in the Information Toolkit for Schools which can be found on the Information and Records Management Society (IRMS) website:

<http://irms.org.uk/page/SchoolsToolkit>

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with Data Protection law) personal information may be shared with, but is not restricted to:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator, Ofsted

- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data. For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Parents' and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and for how long we will keep it
- Explain where we got it from, if not from you or your child
- Tell you with whom it has been, or will be shared
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Parents/carers also have a legal right to access to their child's **educational record**.

If you would like to make a request, please contact our Data Protection officer.

Other rights

Under Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the Data Protection regulations

To exercise any of these rights, please contact our Data Protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection officer, Nicola Cook**, via the school office:

Sarah Phillips

Lydalls Nursery School, Lydalls Road, Didcot OX11 7HX

Telephone: 01235 813137

Email: office.1017@lydalls-nurs.oxon.sch.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.